



e-Filing System

USER MANUAL

(FOR COURT USERS)

**Sistem Komputer Bersepadu Mahkamah
(e-Kehakiman)**

Release No.: 1.0

Prepared by



FORMIS Network Service Sdn Bhd



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For further information please contact:

Applications Division

FORMIS Network Services SDN BHD (Reg No: 188270-U)

20th Floor, Menara PanGlobal, 8 Lorong P. Ramlee

50250 Kuala Lumpur, Malaysia.

Tel: (603) 2070 5588

Fax: (603) 2031 9403



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This **e - Filing User Manual** is a controlled document. For identification of amendments, each page contains a document title (in the header); document reference number; origin date; release number and date; section identifier and page number (in the footer) within each section of the **e - Filing User Manual**. Changes will only be issued as complete replacement sections upon a release notice signed by the **PKPMP** Project Manager and the **FORMIS** Project Manager of the **Sistem Komputer Bersepadu Mahkamah (E-Kehakiman)** project.

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Authorised By:	
Project Manager, FORMIS	Project Manager, PKPMP
Name :	Name :
Designation :	Designation :
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1.0 HOW TO ACCESS TO THE E-FILING SYSTEM

To access to e-Filing system, double click on the Mozilla Firefox (version 3.6) web browser **(Figure 1.1)**. e-Filing version 1 is currently support on Mozilla Firefox and Google Chrome web browser.



Figure 1.1



- In the browser's address bar, please type in the following address
<http://efiling.kehakiman.gov.my/eFiling/> (Figure 1.2).

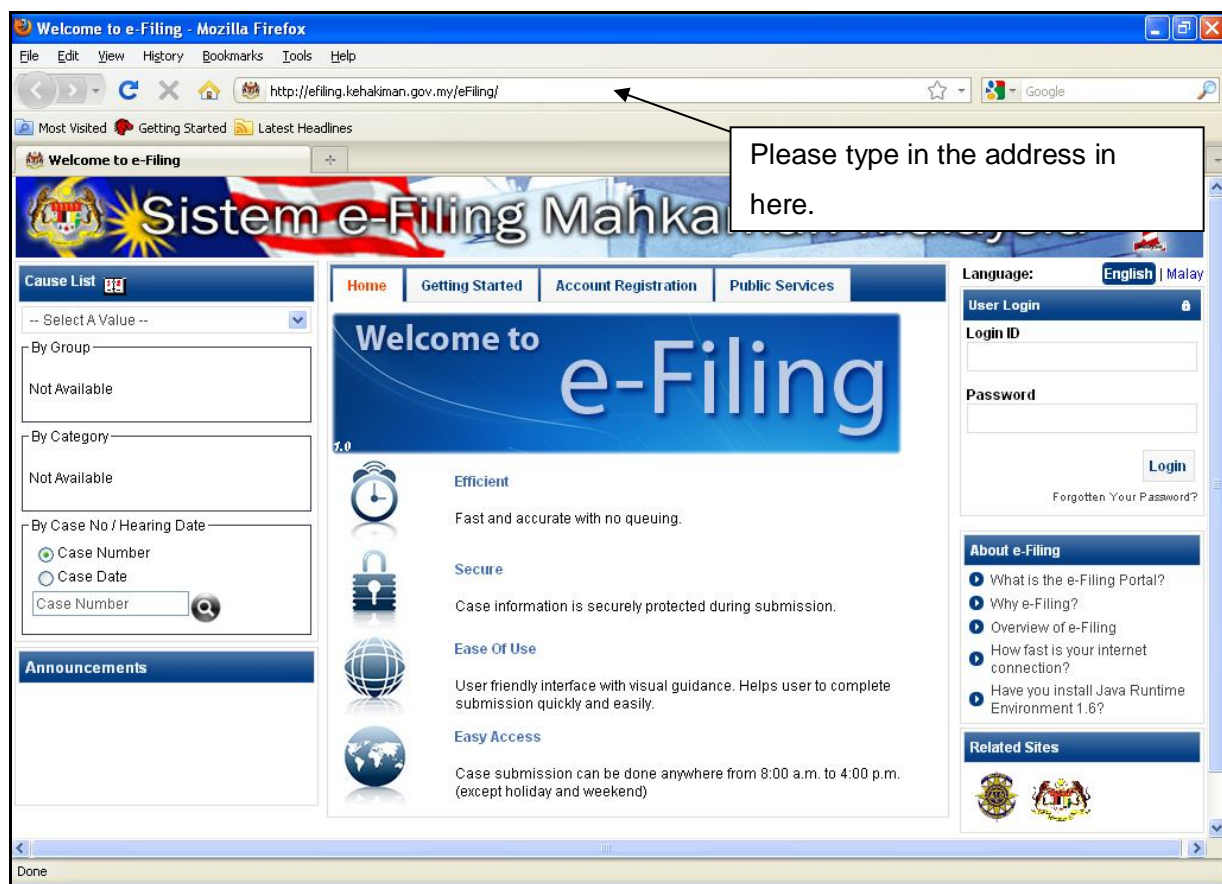


Figure 1.2



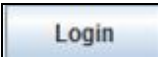
NOTE:

e-Filing portal is accessible from both LAN (Local Area Network) and public internet via <http://efiling.kehakiman.gov.my>



2.0 HOW TO SCAN AND UPLOAD SCANNED DOCUMENT (FILING VIA SERVICE BUREAU)

2.1 Login to Scanning Station

- Click on the scanning client short-cut icon on the Windows desktop and a pop-up screen 'e-Filing Document Scanning Service Login Screen' will be displayed (**Figure 2.1**).
- Fill in the following fields with:
Login ID
Password
- Click on  to proceed.

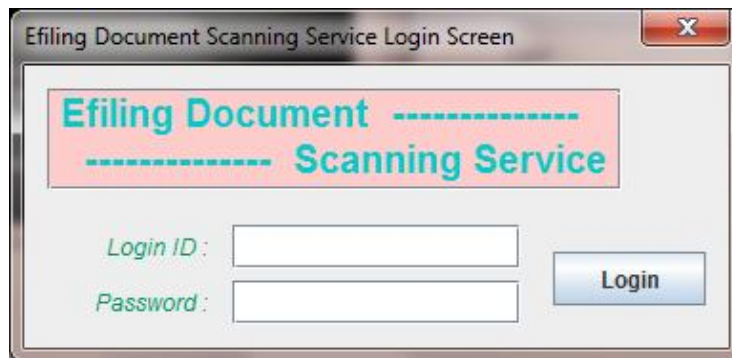


Figure 2.1



NOTE:

Please request a **User Name** and **Password** from *Division Administrator* you do not know your login information



- Upon successful login, e-Filing Scanning Service Client will be shown. **(Figure 2.2)**

Figure 2.2


- Click  button to log out from the scanning station. **(Figure 2.3)**



Figure 2.3



2.2 How to Scan a Document into System

- Select the all the fields that have been listed:
 - Filing Type**
New Case – for the case that has not register in e-Filing System
Existing Case – for the case that has been register in e-Filing System
 - Court Location**
 - Court**
 - Type of Action**

File Name	Size	Page	Grouping	Document Type	Unit	(RM) Filing Fee	Delete
-----------	------	------	----------	---------------	------	-----------------	--------

Figure 2.4

- Fill in all the required fields: **(Figure 2.5)**
 - Law Firm** - Law Firm name
 - Calling No** - Queue Number
 - Filer Email** - Email from Law Firm

File Name	Size	Page	Grouping	Document Type	Unit	(RM) Filing Fee	Delete
-----------	------	------	----------	---------------	------	-----------------	--------

Figure 2.5



NOTE:

Correct email address is needed when filing is done via service bureau. Invalid email will lead to sending filing notification to irrelevant party.

- Scanned document (PDF document) will automatically populated in the table listing once the PDF file generated after the scanning process. If court user would like to add PDF document from a storage media such as CD/DVD or pendrive, user need to click

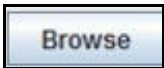
on  button to browse and add the document **(Figure 2.6)**.



Figure 2.6

For example,

Select the Document(s) from **C:\ScannedDoc\Capture3\efxxxxxxxxxx.pdf** and

click . **(Figure 2.7)**

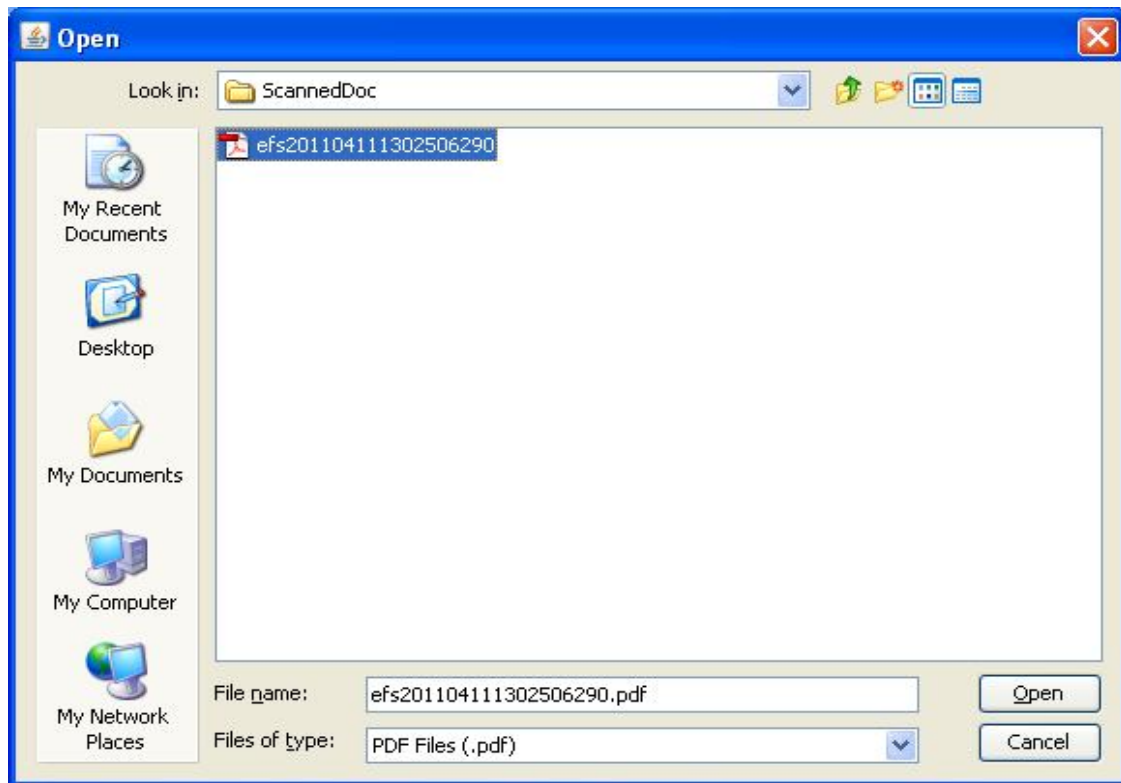


Figure 2.7

- Once user has successfully added. Select the “Grouping” and the “Document Type” (Figure 2.8)

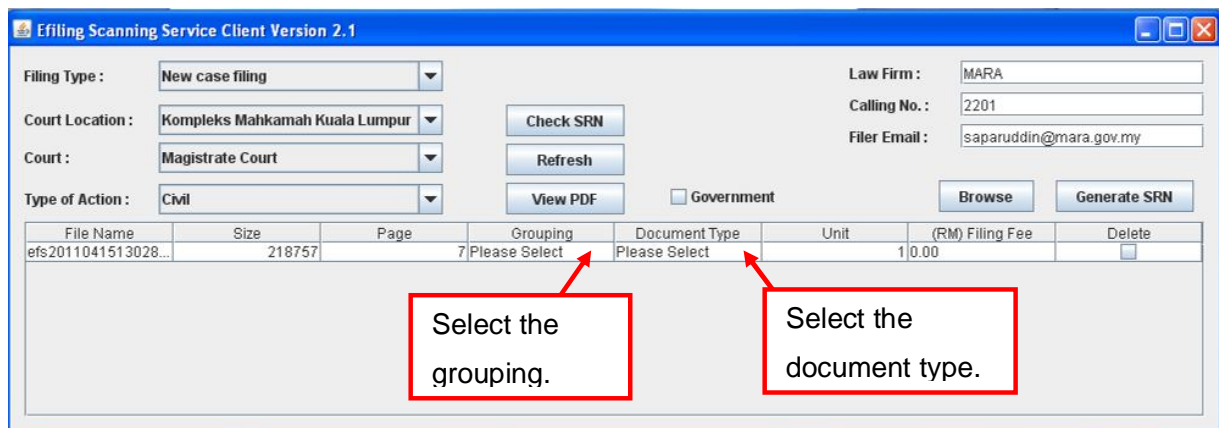


Figure 2.8

- Check the “Delete” check box in order to remove the selected file



E-filing Scanning Service Client Version 2.1

Filing Type : New case filing

Court Location : Kompleks Mahkamah Kuala Lumpur

Court : Magistrate Court

Type of Action : Civil

Law Firm : MARA

Calling No. : 2201

Filer Email : saparuddin@mara.gov.my

Buttons: Check SRN, Refresh, View PDF, Government (checkbox), Browse, Generate SRN

File Name	Size	Page	Grouping	Document Type	Unit	(RM) Filing Fee	Delete
efs2011041513028...	218757	7	Please Select	Please Select	1	0.00	<input type="checkbox"/>

Check this box.

Figure 2.9

- *Select **OK** to confirm delete or to return to the e-Filing Scanning Service (Figure 2.10)

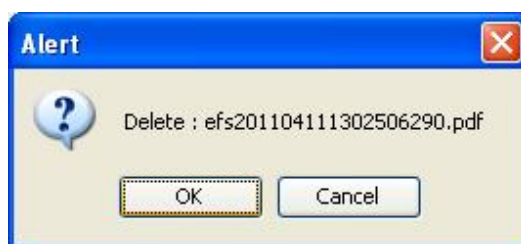


Figure 2.10

- After insert the '**Grouping**' and '**Document Type**', click to generate SRN Slip. (Figure 2.11).



E-filing Scanning Service Client Version 2.1

Filing Type : New case filing

Court Location : Kompleks Mahkamah Kuala Lumpur

Court : Magistrate Court

Type of Action : Civil

Law Firm : MARA

Calling No. : 2201

Filer Email : saparuddin@mara.gov.my

Buttons: Check SRN, Refresh, View PDF, Government (checkbox), Browse, Generate SRN

File Name	Size	Page	Grouping	Document Type	Unit	(RM) Filing Fee	Delete
efs2011041513028...	218757	7	Case 1	L1B - Saman Penya...	1	50.00	<input type="checkbox"/>

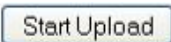
Figure 2.11



Upon clicking “**Generate SRN**”, the following page will appear (via a user’s default web browser).

**NOTE:**

Please install Mozilla Firefox 3.6 web browser

- Click  to start upload the scanned document(s) to the e-Filing server. (Figure 2.12)

SRN	:	SWP11041500315
FILING TYPE	:	New case filing
COURT LOCATION	:	Kompleks Mahkamah Kuala Lumpur
JURISDICTION	:	Magistrate Court
COURT TYPE	:	Civil
DIVISION	:	Civil
LAW FIRM	:	MARA
CALLING NO	:	2201
FILER EMAIL	:	saparuddin@mara.gov.my

.....

SRN	:	SWP11041500315
FILING TYPE	:	New case filing
COURT LOCATION	:	Kompleks Mahkamah Kuala Lumpur
JURISDICTION	:	Magistrate Court
COURT TYPE	:	Civil
DIVISION	:	Civil
LAW FIRM	:	MARA
CALLING NO	:	2201
FILER EMAIL	:	saparuddin@mara.gov.my

	Grouping	Document Type	Document Name	Filing Fee (RM)	Non Fix Amount (RM)	File Size	Page (s)	Unit	Total	Time
1	Case 1	L1B - Saman Penyata Tuntutan	efs201104151302864740.pdf	50.00	0.00	218757	7	1	50.00	2011-04-15 06.54.18

Total : RM 50.00



 

Figure 2.12



- The flowing screen will appear upon click on the “**Upload**” button. (Figure 2.13)

When the file is successfully uploaded, the status of the document will show “*Completed*”.

The screenshot shows a web browser window titled "Upload frame of SRN : SWP11041500315 - Mozilla Firefox". The address bar shows a local file path. The main content area has a blue background and displays the following information:



- File Name :** efs201104151302864740.pdf
- File Size :** 218757
- Status :** Completed
- Filing ID :** SWP11041500315
- Hash Code :** zIF2glOj6+sr15P00lc9iZZY5JY=
- Transfer Rate :** 1703.12 Kbps
- Time Remaining :** 0 sec
- Progress Bar:** A horizontal bar showing 100% completion.
- Completed Button:** A button labeled "Completed" is circled in red.

At the bottom, there is a table with the following data:

Filing ID	Document ID	File Name	Hash Code	Path	Status	Size	Remaining Bytes
SWP11041500...	41211	efs2011041513...	zIF2glOj6+sr15P...	C:\ScannedDoc	Completed	218757	0

Figure 2.13



- After the document is completely uploaded, back to the main page (refer to **Figure 2.12**) and press on  to print the SRN Slip.
Printing preference will be shown as per below, select the desired printer and press  to begin print (**Figure 2.13**)

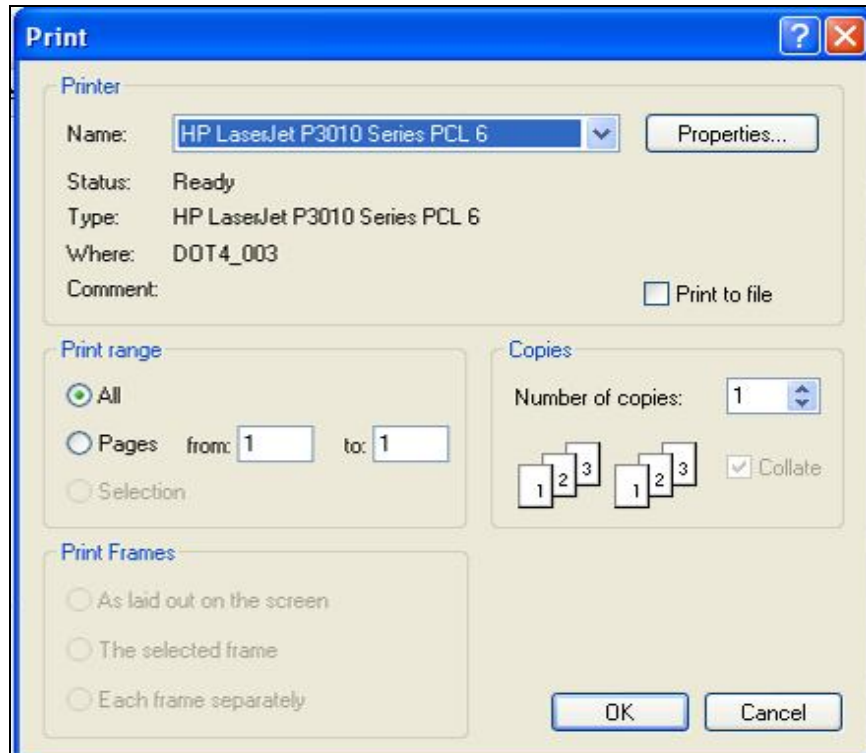


Figure 2.13



3.0 HOW TO DO DATA ENTRY FOR A NEW CASE (FILING VIA SERVICE BUREAU)

3.1 Login to e-Filing System with data entry role

- Select '**Filing**' > '**Scan Filing**'. The following screen will appear (**Figure 3.1**)

Search the scanned document using SRN

Incoming scanned document(s) from the scanning counter

List of item for data entry under the respective SRN. Click on the item to begin to do data entry.

Scan reference number (SRN)

Figure 3.1



NOTE:

System will automatically retrieve and assign the SRN records from the database to the user upon loading of this page



- Click on the link in the “**Document Name**” column in order to view the content of the PDF file. A pop-up screen will appear in order to allow user to read the content (Figure 3.2)

Welcome to e-Filing

Sistem e-Filing Mahkamah

ANNA Billing Filing Document Verifier

Scan Filing

Filing Cart (0) Incoming Scanned Document(s)

Scan Reference No. : SWP11041500127

New Case - Kompleks Mahkamah Kuala Lumpur, Magistrate Court Civil - Civil

#	Document Type	Document Name
1	Saman Penyata Tuntutan	efs201104151302836782.pdf

Back To Listing Void Scanned Document(s)

New Case >> Case Details

* Case Code : Please select a value

Currency : Malaysia Ringgit

Amount of Claim :
(If Monetary Claim)

Next >

Figure 3.2

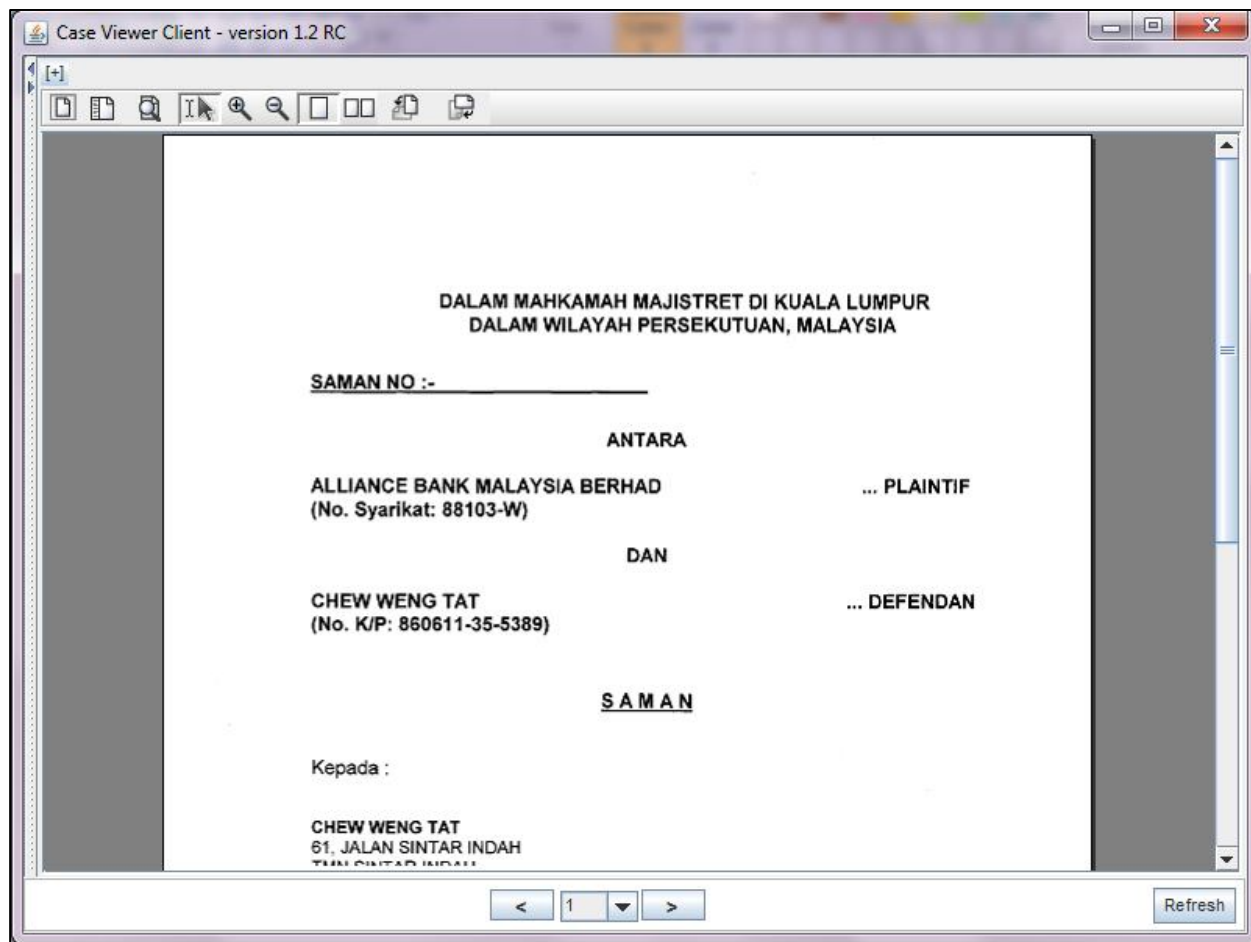


Figure 3.3



#	Description
1	Copy the selected text into system clipboard
2	Click to open the saved notes for this document
3	Activate text search panel
4	Text selection cursor
5	Magnifier
6	Single or double page viewing
7	Turn the page to counter clock wise or clock wise



3.2 Data Entry

- Select “**Case Code**” based on the Document (**Figure 3.4 - 1**)
- Select the “**Currency**” (**Figure 3.4 - 2**)
- Enter the “**Amount of Claim**” (if any) (**Figure 3.4 - 3**)

Sistem e-Filing Mahkamah

ANNA Billing Filing Document Verifier

Scan Filing

Filing Cart (0) Incoming Scanned Document(s)

Scan Reference No. : SWP11041500127

New Case - Kompleks Mahkamah Kuala Lumpur, Magistrate Court Civil - Civil

#	Document Type	Document Name
1	Saman Penyata Tuntutan	efs2011104151302836782.pdf

Back To Listing Void Scanned Document(s)

New Case >> Case Details

Case Code : Code 72 (Liquidated Claim) - Writ Of Summons ①

Currency : Malaysia Ringgit ②

Amount of Claim : (If Monetary Claim) 2986.44 ③

Next >

Figure 3.4

- Click **Next >** to proceed



- Click **Add Party** to add Parties (**Figure 3.5 - 1**)

The screenshot shows the 'Sistem e-Filing Mahkamah' interface. At the top, there's a navigation bar with 'ANNA', 'Billing', 'Filing', and 'Document Verifier'. Below this is a 'Scan Filing' section with a 'Filing Cart (0)' and 'Incoming Scanned Document(s)'. A 'Scan Reference No.' is displayed as 'SWP11041500127'. The main section is titled 'New Case - Kompleks Mahkamah Kuala Lumpur, Magistrate Court Civil - Civil'. It contains a table with one row: '#', 'Document Type', and 'Document Name'. The row shows '1', 'Saman Penyata Tuntutan', and 'efs201104151302836782.pdf'. Below the table are buttons for 'Back To Listing' and 'Void Scanned Document(s)'. A breadcrumb trail reads 'New Case >> Case Details >> Party Details'. The 'Add Party' button is circled with a '1'. Below it are sections for 'Plaintiff(s)' and 'Defendant(s)', each with a table for 'Main', 'Name', and 'Legal Firm/Agency'. At the bottom are '< Back' and 'Next >' buttons. The status bar at the very bottom says 'Done'.

#	Document Type	Document Name
1	Saman Penyata Tuntutan	efs201104151302836782.pdf

Back To Listing Void Scanned Document(s)

New Case >> Case Details >> Party Details

Add Party ①

Plaintiff(s)

Main	Name	Legal Firm/Agency
------	------	-------------------

Defendant(s)

Main	Name	Legal Firm/Agency
------	------	-------------------

< Back Next >

Done

Figure 3.5



- Upon clicking “**Add Party**”, the following screen will appear.
Select the appropriate **Party** and **Identity** type for this case’s party.

Figure 3.6



- Next, fill in the relevant information depend on the identity type you have selected. Example, for identity type equal to '**Identity Card**', you need to key in the information for:

Name

Identity No

Nationality

Age

**NOTE:**

The field requested to key in depends on the **Identity** selected.

- Key in any characters in the text box (item 1 in Figure 3.7) to lookup for the correct firm name from the system. Click **Search** to begin search for the law firm. Select the correct law firm name from the list and click **Add** (Figure 3.7 - 1). The selected Law firm will be in the Counsel Name list. Finally, click on **Add** (Figure 3.7 - 2) to add the party for this new case.

Figure 3.7



- Repeat the steps above for second party or additional parties.
When user finished adding the parties, user will need to click on the small check box beside the name of the party to indicate which party name is main party in this case (refer Figure 3.8 -1). Click **Next >** to continue to next step (Figure 3.8 - 2)

Welcome to e-Filing

Sistem e-Filing Mahkamah

ANNA Billing Filing Document Verifier

Scan Filing

Filing Cart (0) Incoming Scanned Document(s)

Scan Reference No. : SWP11041500127

SRN Express

New Case - Kompleks Mahkamah Kuala Lumpur, Magistrate Court Civil - Sivil

#	Document Type	Document Name
1	Saman Penyata Tuntutan	efs2011104151302836782.pdf

Back To Listing Void Scanned Document(s)

New Case >> Case Details >> Party Details

Add Party

Plaintiff(s)

Main	Name	Legal Firm/Agency
<input checked="" type="checkbox"/>	ALLIANCE BANK MALAYSIA BERHAD	- HO LOKE & KOH (KUALA LUMPUR)

Defendant(s)

Main	Name	Legal Firm/Agency
<input checked="" type="checkbox"/>	CHEW WENG TAT	- *Not Appointed

< Back Next >

Figure 3.8



- Double check the Details (**Figure 3.9**)

Click [< Back](#) to edit (if needed)

Click [Save To Filing Cart](#) to save the case into filing cart and ready for upload

[Back To Listing](#) [Void Scanned Document\(s\)](#)

New Case >> Case Details >> Party Details >> Filing Confirmation

Filing By
Name : ANNA
Legal Firm/Agency : Kompleks Mahkamah Kuala Lumpur

Case Details
Case Code :
Amount of Claim :

Filing Details
Court Location : Kompleks Mahkamah Kuala Lumpur
Court : Magistrate Court
Type of Action : Civil - Sivil

Party Details

Plaintiff(s)		Defendant(s)
Name	Legal Firm/Agency	Name
Jabatan Lain-Lain	1) *Not Appointed	Kerajaan Malaysia

[< Back](#) [Save To Filing Cart](#)

Figure 3.9



- Upon clicking “**Save to Filing Cart**”, the following screen will appear.
The filer’s email address will be automatically retrieved from database if scanning clerk have keyed in the email address. However, if the email address was not available then the clerk will need to key in by him/herself.

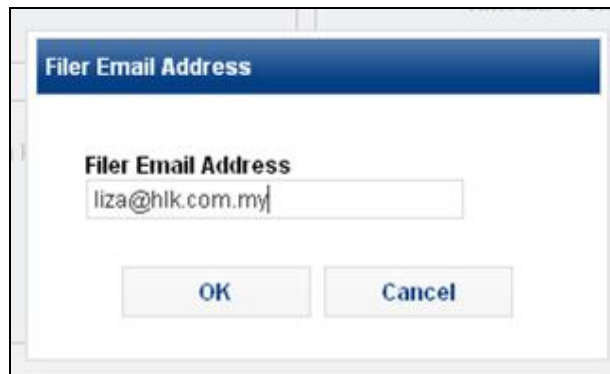


Figure 3.10



NOTE:

The email address can be found from the scanning request slip that the lawyer/despatch boy provided

System will display successful message upon confirmation of saving the data into system and case number automatically generated (refer Figure 3.11)



Figure 3.11

All the data entries that has been done by the clerk will be shown in “**Filing Cart**” tab (**Figure 3.12**)



Sistem e-Filing Mahkamah Malaysia

ANHA Billing Filing Document Verifier Friday 07:14:12 P.M.

Scan Filing

Filing Cart (1) Incoming Scanned Document(s)

Cart Listing

SRN	Filing ID	Court Location	Filing Type	Total Document(s)	Total (RM)
SWP11041500127	FIL11041500398	Kompleks Mahkamah Kuala Lumpur Magistrate Court Civil - Sipil	New Case	2	100.00

Figure 3.12

- Click on any of the listed item (SRN) to confirm for submission (**Figure 3.13**)
- Click on **Submit** to submit the filing.
- Click on **Delete** to delete the filing under this SRN
- Click on **< Back** to back to Filing Cart listing

Sistem e-Filing Mahkamah Malaysia

ANHA Billing Filing Document Verifier Friday 07:14:21 P.M.

Scan Filing

Filing Cart (1) Incoming Scanned Document(s)

Cart Listing >> Confirm Filing For FIL11041500398

New Case 72-44535-2011 Kompleks Mahkamah Kuala Lumpur Magistrate Court Civil - Sipil	ALLIANCE BANK MALAYSIA BERHAD VS CHEW WENG TAT	1) efs201104151302836782.pdf	50.00
New Case 72-44536-2011 Kompleks Mahkamah Kuala Lumpur Magistrate Court Civil - Sipil	ALLIANCE BANK MALAYSIA BERHAD VS CHAI LEE HO	1) efs201104151302836820.pdf	50.00
Total Document (s)			2
Total Amount (RM)			100.00

< Back Delete Submit

Figure 3.13

- Upon successful submission of filing, the following message will be displayed (**Figure 3.14**)



Figure 3.14



NOTE (1) :

Every SRN that has successfully keyed in will assign with a unique filing ID in the format of 'FILXXXXXXXXXX'



NOTE (2) :

SRN generated from the other state will be available for data entry at the targeted court. Example, Pulau Pinang's lower court scans the case document to submit for Kuala Lumpur's lower court. Kuala Lumpur's lower court will need to retrieve the SRN from the system to perform the data entry.

Current practice: Upon scanning of documents from court A to court B, court A will need to call up court B and request for data entry base on the SRN given by court A. Court B will retrieve the SRN from the system and start data entry and assign case number.



4.0 HOW TO PRINT PAYMENT NOTICE

4.1 Login to the e-Filing System with user that granted with payment notice screen

Main Screen of Payment Notice (Figure 4.1)

In normal circumstances, system will list all the SRN that are ready for payment notice printing. User able to filter the listing of SRN by court type (refer Figure 4.1 – 1) or by retrieving a specific SRN from the system (refer Figure 4.1 – 2).

Filtering by SRN

- Click “**Advanced Search**”
- Key in **Scan Reference No**
- Click to start search for the SRN

Calling No.	Scan Reference No.	Court Location	Filing Type	Law Firm	Email	Time Stamp
2203	SWP11030300256	Kompleks Mahkamah Kuala Lumpur Session Court Civil	New Case	Ricky Tan	mail@rickytan.com.my	2011-03-03 17:33:06.25
123	SWP11031000096	Kompleks Mahkamah Kuala Lumpur Session Court Civil	Existing Case	Zaidi & Suhardi		2011-03-10 11:31:36.843
2157	SWP11031500178	Kompleks Mahkamah Kuala Lumpur Magistrate Court Civil	New Case	Mohd Razak & Associates	mrzakpj@streamyx.com	2011-03-15 17:26:33.343
2098	SWP11032300498	Kompleks Mahkamah Kuala Lumpur Session Court Civil	New Case	Stella, Lim & Co	ngstella@yahoo.com	2011-03-23 18:33:14.72
2085	SWP11032400216	Kompleks Mahkamah Kuala Lumpur Magistrate Court Civil	New Case	Rashid Zulkifli	info@rashidzulkifli.com	2011-03-24 13:33:28.683
2004	SWP11032500139	Kompleks Mahkamah Kuala Lumpur Magistrate Court Civil	Existing Case	Goh & Partners	goh@gnp.com.my	2011-03-25 12:03:56.777

Figure 4.1



- Click on any of the item in the listing and the following screen will be shown (Figure 4.2)
- Click on [Back to SRN Listing](#) to back to the SRN Listing Page
- Click on [Print Payable Payment Notice](#) to print the Payment Notice

Sistem e-Filing Mahkamah Malaysia

Nur Affarina bt Mohd. Azi Aswad Billing Filing Document Verifier Friday 08:25:30 P.M.

Payment Notice

Filing Type : New Case
Filing Location : Kompleks Mahkamah Kuala Lumpur
Session Court Civil (Sivil)
Scan Reference Number : swp11030300256
Calling Number : 2203

Filing Reference number : **FIL11031100027**
Extraction Code : ZS79XAHTGY3Y
Submission Date : 2011-03-11 08:58:093 **1**

Case Number	Title	Document(s)	Unit(s)	Fee(RM)	Status
New Case 52-8570-2011	PERTIWI DAGANG SECURITY SDN BHD (RADZUAN IBRAHIM & CO.) VS SERIBONG ENGINEERING SDN BHD (*Not Appointed)	1) Saman Penyata Tuntutan (L1C) - Ref. No. KVKBZ45OYMP8	1	100.00	Unpaid
Total Document (s)				1	
Total Amount (RM)				100.00	

Filing Reference Number : FIL11031100027
Extraction Code : VBH8UW1R8CLO
Submission Date : 2011-03-11 09:01:55.9

Case Number	Title	Document(s)	Unit(s)	Fee(RM)	Status
New Case 53-270-2011	BARRY CALLEBAUT MALAYSIA SDN BHD (RICKY TAN & CO.) VS WHEELS FREIGHT LOGISTICS SDN BHD and others. (*Not Appointed)	1) Saman Penyata Tuntutan (L1C) - Ref. No. 4SCZLR0ISKEB	1	100.00	Unpaid
Total Document (s)				1	
Total Amount (RM)				100.00	

swp11030300256
Total Payable (RM) 200.00

[Back to SRN Listing](#) [Print Payable Payment Notice](#)

Figure 4.2



NOTE :

Normally, the clerk will generate two (2) copies of payment notice slip to lawyer/despatch boy and request them to make payment at the payment counter. The payment counter will produce the printed receipt on the payment slip



NOTE :

Court staff need to inform the lawyers/despatch boys that they can check their filing status online via e-Filing portal at <http://efiling.kehakiman.gov.my> under 'Public Service' section by using the 'Extraction Code' stated in the payment notice slip

Alternatively, lawyer also can wait for e-mail notification from e-Filing to get notification pertaining their filing status



5.0 HOW TO UPDATE PAYMENT TIMESTAMP (FILING VIA SERVICE BUREAU)

5.1 Login into e-Filing system using login id which able to access payment update screen




NOTE :

Lawyer/despach boy will need to return the paid payment notice slip back to the registration counter for the payment update into e-Filing system.

Upon successful update of the payment status into the system, the said document(s) will be ready to be processed by level 1 and level 2 staffs

Refer to main Screen of Payment Status Update in **Figure 5.1**

Enter the EFS Filing Reference Number and click  button

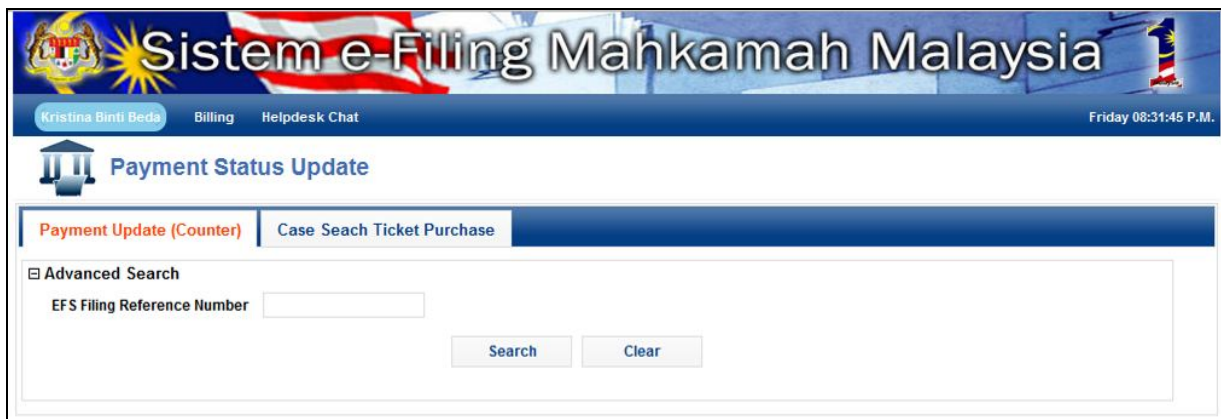


Figure 5.1

All document(s) in belong to the same filing id will appear (**Figure 5.2**)



Sistem e-Filing Mahkamah Malaysia

KMKL Payment Update Test Billing Helpdesk Chat Tuesday 02:38:28 P

Payment Update (Counter) Case Search Ticket Purchase

Advanced Search

Filing Location: Session Court Civil, Kompleks Mahkamah Kuala Lumpur

Filing ID: FIL11062000201

Submission Date: 16/06/2011 04:30:36 PM

Payment Timestamp: ①

eSKHD Txn. Number: ②

Apply to All

No.	Case Number	Transaction Code	Payment Description	Unit	Amount (RM)	Payment Timestamp	eSKHD Receipt No.
1	52-11028-2011	L19C	Penghakiman	1	100.0	<input type="text"/>	<input type="text"/>
2	52-11764-2011	L19C	Penghakiman	1	100.0	<input type="text"/>	<input type="text"/>
3	52-11766-2011	L19C	Penghakiman	1	100.0	<input type="text"/>	<input type="text"/>

Update

③

Figure 5.2

To begin the payment status update on the selected filing id...

- Key in the Payment Timestamp (Date of payment made via payment counter) (refer Figure 5.2 - 1) in “**Payment Timestamp**” field and a pop-up calendar will appear (refer Figure 5.3). Select the date and time of the payment.
- Key in the eSKHD transaction number as per stated on the payment slip (refer to Figure 5.2 – 2). Click **Done** button when ready.
- Point and click on the ‘**Apply to All**’ button to duplication the information to all the item listed.
- Click **Update** button to begin update the payment information into the system.



KMKL Payment Update Test Billing Helpdesk Chat Tuesday 02:37:53

Payment Status Update

Payment Update (Counter) Case Search Ticket Purchase

Advanced Search

Filing Location: Session Court Civil, Kompleks Mahkamah Kuala Lumpur

Filing ID: FIL1106

Submission Date: 16/06/2011

Payment Timestamp:

eSKHD Txn. Number:

No.	Case Number	Transaction	Unit	Amount (RM)	Payment Timestamp	eSKHD Receipt No.
1	52-11028-2011	L19C		100.0	<input type="text"/>	<input type="text"/>
2	52-11764-2011	L19C		100.0	<input type="text"/>	<input type="text"/>
3	52-11766-2011	L19C		100.0	<input type="text"/>	<input type="text"/>

Time: 00:00:00 am

Hour:

Minute:

Figure 5.32



6.0 HOW TO ASSIGN CASE NUMBER FOR THE CASE THAT SUBMITTED BY LAWYER THROUGH ONLINE SUBMISSION

- Login into e-Filing system as level 1 or 2 user,

Figure 6.1



- Incoming cases which doesn't has a case number will have marking of **XXXX** for running number and year. Click the case to view the details. **(Figure 6.2)**

**Figure 6.2**

#	Description
1	Left panel provide the listing of available incoming task awaiting for processing
2	Right panel provide the detail information of the case and other action tools for document processing upon selection of any item in ①

**NOTE :**

Listing of incoming tasks in user's *eWorkspace* is depending on the document distribution rules made for the respective court unit.

The system can distribute the case according for case type code or no configuration at all for new case. If there is no configuration done for new cases, all the cases will be visible by all the level 1 staffs. Whoever pick up the task from the list will be 'locked' to his/her user account and not visible to other (refer Figure 6.3)



Upon clicking on the case that does not assign to any user, the following message will appear. **(Figure 6.3)**

- Click to accept the case.
- Click to cancel

The dialog box is titled "Confirmation" and asks "Do you confirm want to manage the following case?". It contains a table with case details and two buttons at the bottom.

Filing Date :	06/05/2011
Filing Type :	New Case
Case Number :	XXXX-XXXX-XXXX

undefined
VS
undefined

Figure 6.3



NOTE :

If user didn't get the pop-up screen as in Figure 6.3, this means that the case was distributed to the user base on the distribution rules configured into the system.



System will display the details of the case and it related action button upon confirmation / click for document processing.

Figure 6.4

- Point and click on the document type name (1) to open the document for viewing. The system will also display the digital signature information of this PDF file by placing your mouse pointer on top of the document type name.

Figure 6.5

- User may need to change the case type code at (2) if they found the case code selected by lawyer is incorrect.
- Select the correct 1st mention date and click **Generate Case Number** to auto assign a new case number for this case registration request refer Figure 6.6



NOTE :

User need to manually calculate and provide the mention date for the new case

Sistem e-Filing Mahkamah Malaysia

ZAFIRAH BINTI MOHD ZAIN My Tray eWorkspace Filing Helpdesk Chat Friday 02:18:15 P.M.

eWorkspace

Incoming Task (2) Case Search

Advanced Filter

New Case (22NCC-630-2011)
06/05/2011
FIL11050600001

New Case (22NCC-XXXX-XXXX)
06/05/2011
FIL11050600003

Case Number 22NCC-630-2011

Case Filing Date 2011-05-06 10:43:35.0

Case Registration Date N/A

1st Party Listing		VS	2nd Party Listing	
1	TestP		1	TestD

Case Code Code 22NCC - Writ Of Summons

1st Mention Date 06/06/2011 (dd/mm/yyyy)

Case Status Pending For Process

Pending Filing **Processed Filing**

#	Document Type	Page Size	Filing Date	Filed By	Filing Party	Status	Locked By	Action
1	Notis Perlantikan Peguamcara	1	06/05/2011	plawyer	Plaintiff	Pending For Process	klhcczafth	

Figure 6.6



7.0 HOW TO PROCESS DOCUMENT

DOCUMENT PROCESSING BY LEVEL 1 or LEVEL 2

- Login into e-Filing system as level 1 or 2 user

Figure 7.1







- At Incoming Task tab, pick and click one of the case listed on the left panel that need to process

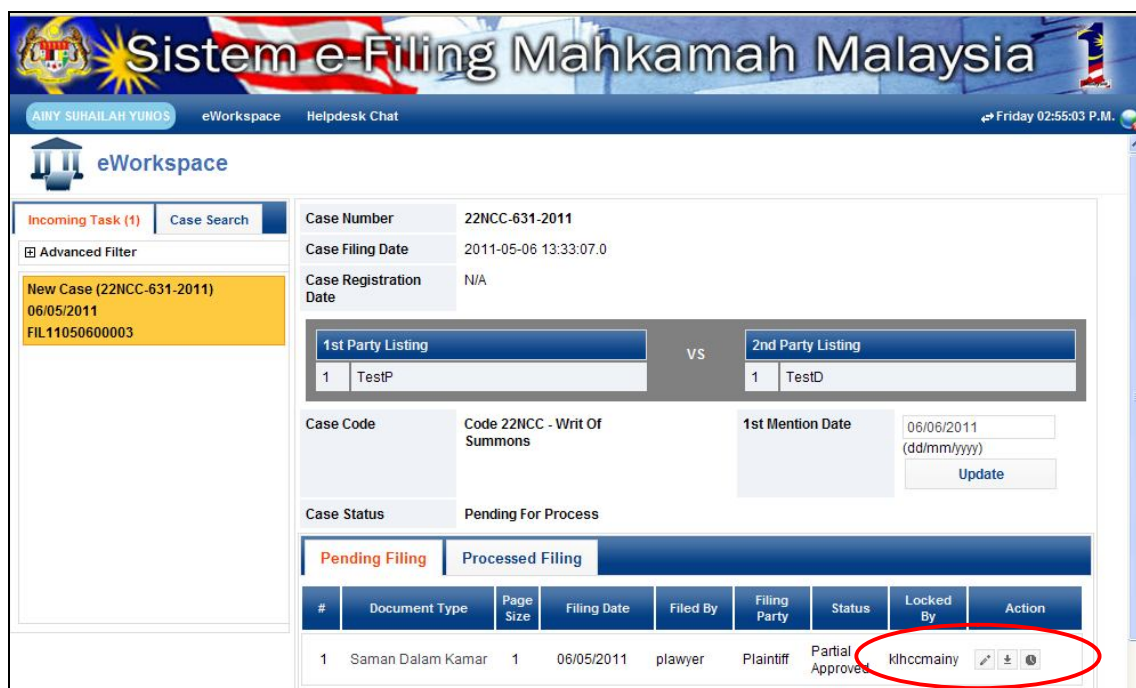


Figure 7.2



- The details of the case will show on the right panel, click on  to view the document
Action buttons explanation:

-  edit the document via the document editor applet (refer Figure 7.4)
-  download the PDF document for viewing
-  view the case flow



Sistem e-Filing Mahkamah Malaysia

AMY SUHAILAH YUNOS eWorkspace Helpdesk Chat Friday 02:55:03 P.M.

eWorkspace

Incoming Task (1) Case Search

Advanced Filter

New Case (22NCC-631-2011)
06/05/2011
FIL11050600003

Case Number: 22NCC-631-2011
Case Filing Date: 2011-05-06 13:33:07.0
Case Registration Date: N/A

1st Party Listing: 1 TestP VS 2nd Party Listing: 1 TestD

Case Code: Code 22NCC - Writ Of Summons
1st Mention Date: 06/06/2011 (dd/mm/yyyy)
Update

Case Status: Pending For Process

Pending Filing Processed Filing




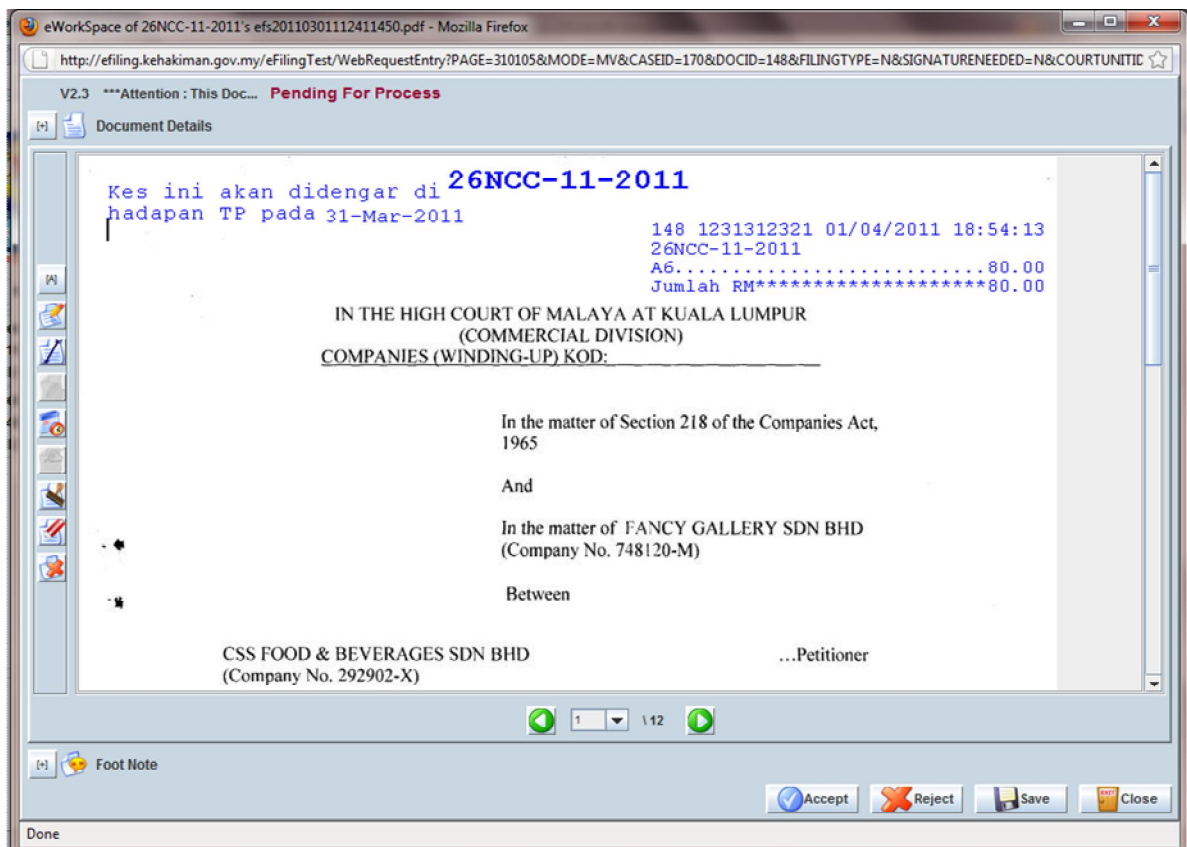
#	Document Type	Page Size	Filing Date	Filed By	Filing Party	Status	Locked By	Action
1	Saman Dalam Kamar	1	06/05/2011	plawyer	Plaintiff	Partial Approved	klhccmainy	  

Figure 7.3



- Upon clicking , the following pop-up screen will appear (**Figure 7.4**)



The screenshot shows a web browser window titled "eWorkspace of 26NCC-11-2011's efs20110301112411450.pdf - Mozilla Firefox". The address bar shows a URL from the eFiling system. The document is titled "V2.3 ***Attention : This Doc... Pending For Process". The main content area displays the following text:

Kes ini akan didengar di **26NCC-11-2011**
hadapan TP pada 31-Mar-2011

148 1231312321 01/04/2011 18:54:13
26NCC-11-2011
A6.....80.00
Jumlah RM*****80.00

IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR
(COMMERCIAL DIVISION)
COMPANIES (WINDING-UP) KOD:

In the matter of Section 218 of the Companies Act,
1965

And

In the matter of FANCY GALLERY SDN BHD
(Company No. 748120-M)
















Between

CSS FOOD & BEVERAGES SDN BHD ...Petitioner
(Company No. 292902-X)

The bottom of the window features a "Foot Note" tab, a page navigation bar (1 of 12), and buttons for "Accept", "Reject", "Save", and "Close".

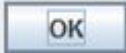
Figure 7.4



Description of Action Buttons	
	Activate mouse pointer
	Colour chooser for text, line and free hand
	Free hand writing/drawing tools
	Line drawing tools
	Text typing tools
	Insert time stamp
	Insert signature (with or without the seal image)
	Insert seal image
	Erase all of the marking on PDF file one by one (except typed word)
	Erase all marking in PDF File
	Add note to the document (not visible to lawyer)
	Accept the processed PDF file ready for next level of processing (e.g. to be escalate to level 2)
	Reject document
	Save changes made by user in the PDF File
	Close the editor

- After finished processing the PDF File, click “**Accept**” to accept the document. Upon accepting document, system will prompt for user’s processing authorization password (refer Figure 7.5).



- Provide the password and click  to proceed. System will prompt confirmation box upon successful of acceptance by the system (refer Figure 7.6)

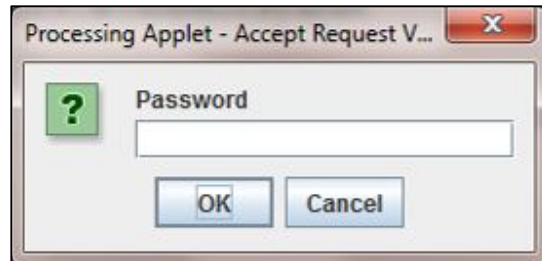


Figure 7.5

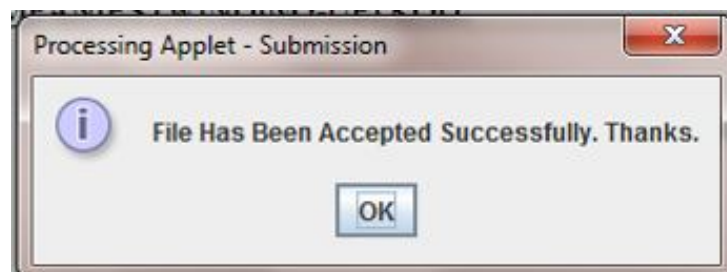


Figure 7.6



NOTE :

e-Filing user's processing authorization password is only available for level 1 user group. Authorization password is another layer of security introduced in the system apart from the login password.

User can change their authorization password at '**My Profile**' > '**Basic Details**'



- If the said document required second level approval then click on the

Escalate Filing

button to escalate the document to the respective second level staff.

The image shows a software alert dialog box with a blue header bar labeled 'Alert'. Inside the dialog, there is a label 'Filing Approver' above a dropdown menu. The dropdown menu currently displays 'Test Court Level 2'. At the bottom of the dialog, there are two buttons: 'Confirm' and 'Cancel'.

Figure 7.7



NOTE :

The escalation button will not appear for document type doesn't required second level approval.



NOTE :

All document(s) need to be processed by the staff before escalation can be done.

DOCUMENT PROCESSING BY LEVEL 2


- Level 1 staff will escalate the respective case to the selected level 2 officer for processing and required their digital signature or seal on the document.
- Level 2 officer will click on the  button to place their signature. First, system will prompt for user action if court seal is required on the signature (refer Figure 7.8). Click 'Yes' if seal image is needed.



Figure 7.8

System will also ask if the filing date need to be attached on the signature as well, Click 'Yes' if the filing date is needed (refer Figure 7.9).

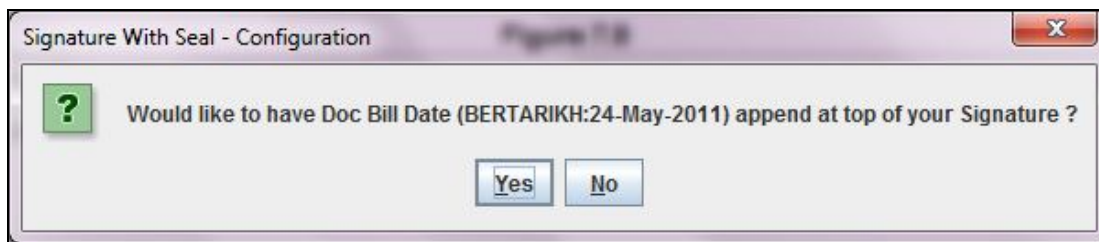


Figure 7.9

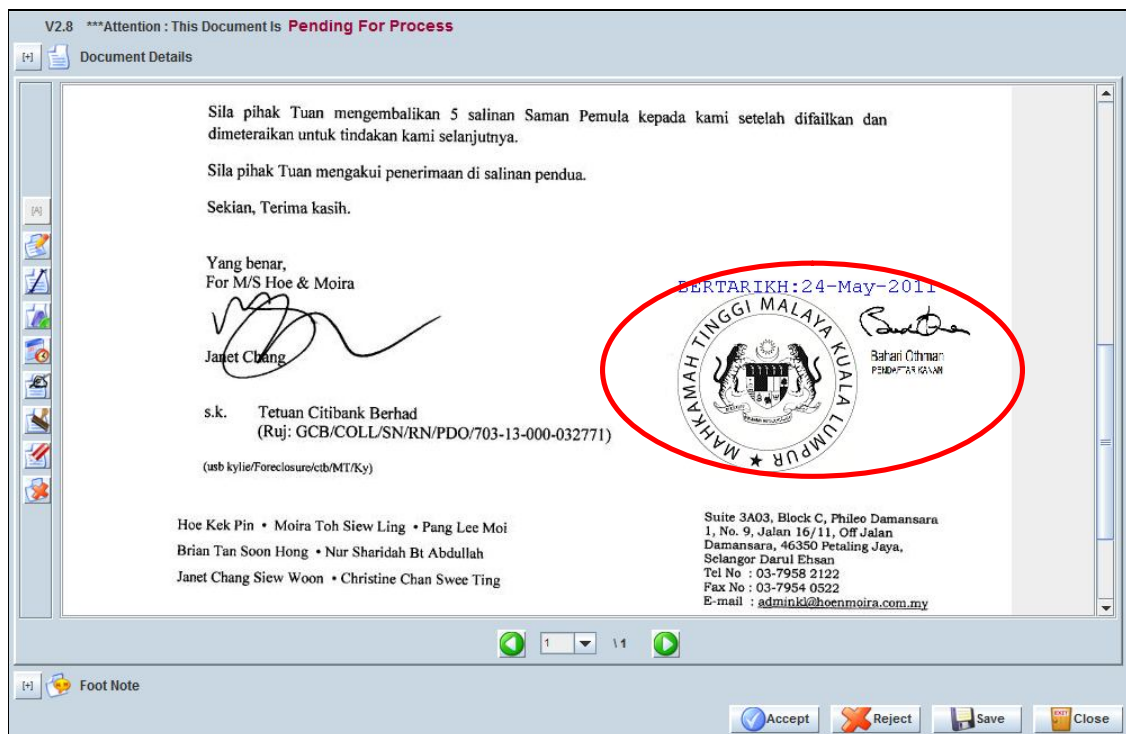



Figure 7.10



- Once the document has been amended with necessary markings, user need to click on the  button. System will prompt for user's digital signature as shown in Figure 7.11

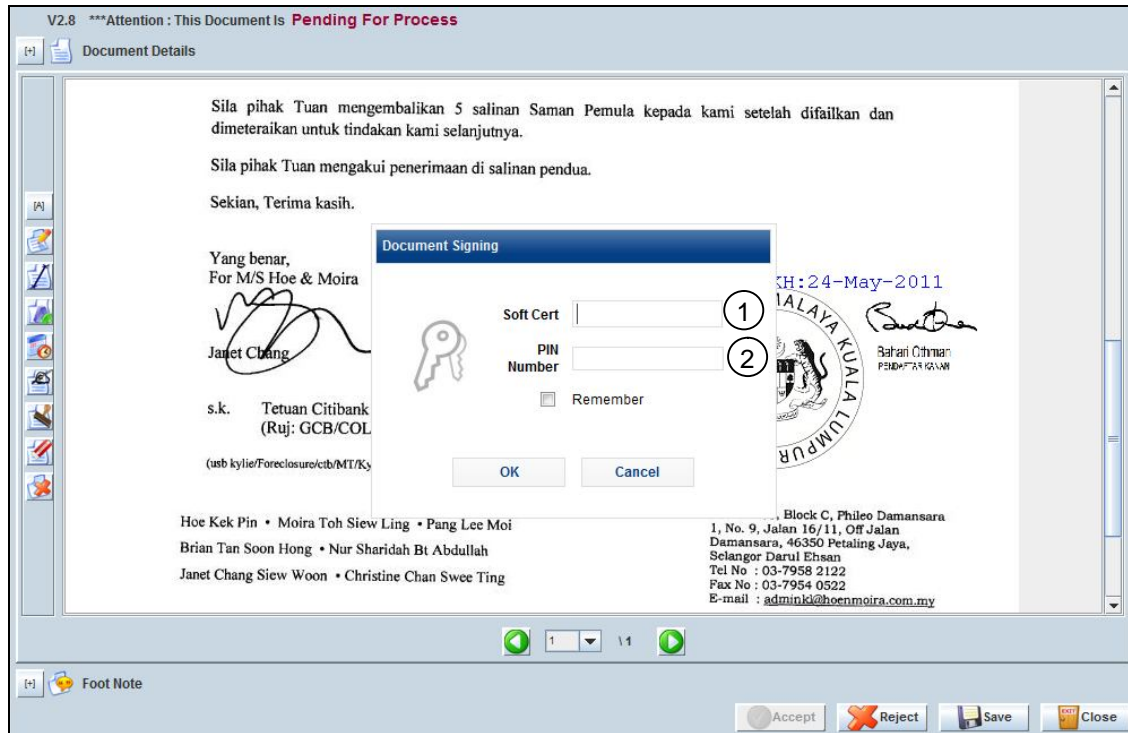

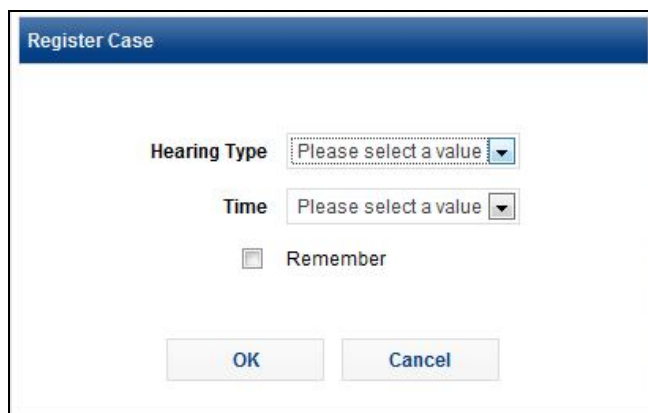


Figure 7.11

- Officer need to click on the input box ① and locate/select the GITN's SoftCert (GovCert) from their PC or PenDrive. Key in the correct PIN in order to access the certificate for digital signature.
- Upon completion of processing all the documents, level 2 officer will need to point and click on the  button to start register the case into eFiling and CMS. System will prompt a scheduling dialog box (as shown in Figure 7.12) to request the hearing time and time for mention. This information is required by the CMS to register the schedule. Click 'OK' button to proceed.



The 'Register Case' dialog box contains the following elements:

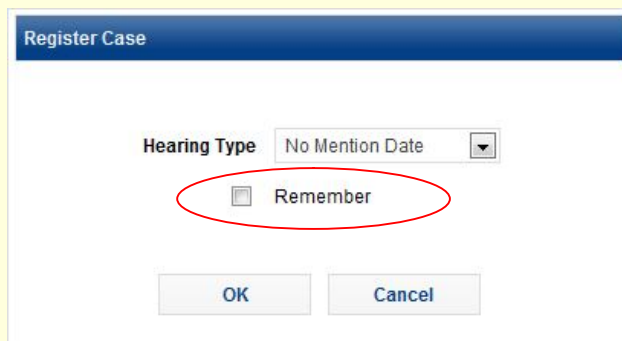
- Hearing Type:** A dropdown menu with the text 'Please select a value'.
- Time:** A dropdown menu with the text 'Please select a value'.
- Remember:** An unchecked checkbox.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Figure 7.12



NOTE :

User can choose 'No Mention Date' if the case is registered into CMS without registering the schedule



This version of the 'Register Case' dialog box shows the 'Hearing Type' dropdown menu set to 'No Mention Date'. The 'Remember' checkbox is circled in red.




NOTE :

User can use the 'Remember' feature to allow the previous selection made by the user to automatically repopulate when they revisit back the dialog box. This feature is made available in digital signing and scheduling dialog box.



NOTE :

If Level 2 user notice that any new case escalated to him/her was not assigned with the correct case code by Level 1, Level 2 user can use  button to revert the new to initial stage (back to level 1) and request them to reassign with correct case code. The previous case number will be released back into the system and available for reuse by



other case.

Level 2 will be requested to fill up the following screen prior to initialize the transfer:

Transfer Case

Court Location Kompleks Mahkamah Kuala Lumpur

Jurisdiction High Court

Court Type Commercial

Division Commercial

Remarks


OK Cancel

Please take note that...

- This feature is only applicable for new cases which haven't registered into e-Filing system.
- Escalation can only be done for court unit which belong to the same jurisdiction and location. Example, from KMKL magistrate to session (both from lower court) or KMKL Commercial to Commercial Bankruptcy (both from high court)
- The previously assigned case number will be recycled/reused for subsequent new case registration.



8.0 HOW TO REVERT APPROVED DOCUMENT (BUT NOT REGISTERED) FOR NEW CASE (DUE TO MISTAKE MADE ON MENTION DATE)

- Login into e-Filing system as level 1 or 2 user
- Retrieve the case from the Incoming Task panel
- Key in the correct mention date into '1st Mention Date' field
- Click on the  button which located beneath the mention date (refer Figure 8.1).

1st Mention Date	<input type="text" value="27/06/2011"/>
	(dd/mm/yyyy)
	<input type="button" value="Update"/>

Figure 8.1

- System will clear all the marking made by users on all the documents and subsequently these document will be ready for court staffs to re-do all the documents.



9.0 HOW TO PERFORM INCOMING TASK FILTERING AND CASE SEARCH

INCOMING TASK FILETERING

- Login into e-Filing as level 1 or level 2 and access the eWorkspace screen
- To apply filtering on the incoming task's listing items, click on '**Advanced Filter**' in order to expand the filtering section (refer Figure 9.1 & 9.2)



Figure 9.1

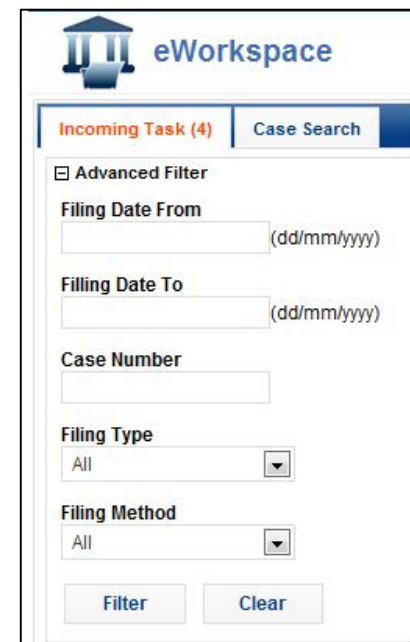
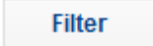


Figure 9.2

- You can apply the filtering with the following criteria
 - i. By range of filing Date
 - ii. By case Number
 - iii. By filing type (new or existing case)
 - iv. By filing method (service bureau or online)
- Click  button to apply the filtering on the incoming task listing items. System will display the search result under the filtering box as shown Figure 9.1

**Figure 9.3**

There are three (3) tabs in the right panel (refer to Figure 9.3-1) for each case that user has selected from the left panel (Figure 9.6-2). These tabs allow different information to be grouped separately and allow user easily access these information during the time user processing the document.

Tab	Description
Pending Filing	Provide listing of document that pending for processing
Processed Filing	Provide listing of processed and accepted documents for the respective case
On Hold Filing	Document(s) that pending for <i>new case registration</i> is allow to put on-hold in e-Filing while allowing the staff to registered the case into e-Filing and CMS

**NOTE :**

In normal circumstances, all documents under that pending for case registration **IS REQUIRED** to be processed before it can be registered into both e-Filing and CMS system



CASE SEARCH

- Login into e-Filing as level 1 or level 2 and access the *eWorkspace* screen
- Click on '**Case Search**' tab (refer Figure 9.4 & Figure 9.5)

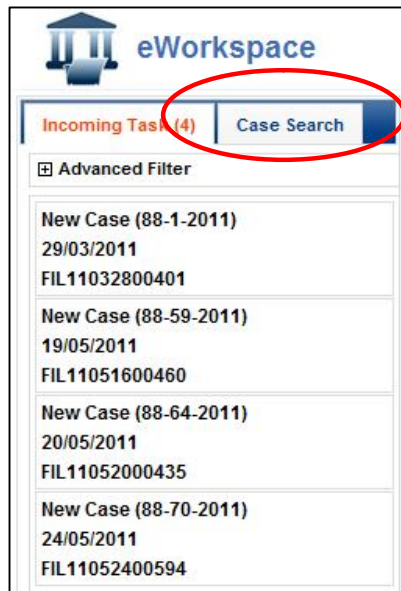


Figure 9.4



Figure 9.5

- User can search any cases belong to his court unit (base on his/her login ID account) base on (i) Case Number (ii)Case Filing Date
- Click on button to start retrieve the record from the system based on the criteria provided
- System will display the search result under the filtering box as shown Figure 9.6 – 2. Total number of searched items that meet the filtering criteria will be display beside the '**Case Search**' (refer Figure 9.6 – 1)



eWorkspace

Incoming Task (4) **Case Search (49)** (1)

Advanced Search

88-1-2011 Kompleks Mahkamah Kuala Lumpur 29/03/2011 (2)

88-11-2011 Kompleks Mahkamah Kuala Lumpur 30/03/2011

88-13-2011 Kompleks Mahkamah Kuala Lumpur 30/03/2011

88-18-2011 Kompleks Mahkamah Kuala Lumpur 30/03/2011

Case Number: 88-1-2011 [Send Email] (3)

Case Filing Date: 2011-03-29 00:58:38.0

Case Registration Date: 2011-06-01 23:24:15.0

1st Party Listing: 1 COMPANY A VS 2nd Party Listing: 1 Defendant B

Case Code: Kod 88 - Writ Of Summons 1st Mention Date: 29/03/2011

Case Status: Active

Pending Filing [1] Processed Filing Rejected Filing (3)

#	Document Type	Page Size	Filing Date	Filed By	Filing Party	Status	Locked By
1	Writ Saman	16	29/03/2011	kl2test	Plaintiff	Pending For Process	kl2test





Figure 9.6

There are three (3) tabs in the right panel (refer to Figure 9.6-3) for each case that user has selected from the left panel (Figure 9.6-2). These tabs allow different information to be grouped separately and allow user easily access these information.

Tab	Description
Pending Filing	Provide listing of document that pending for processing
Processed Filing	Provide listing of processed and accepted documents for the respective case
Rejected Filing	Provide listing of rejected documents and reason for rejection



10.0 HOW TO REJECT A DOCUMENT OR A NEW CASE

- Login into e-Filing as Level or Level 2 user and select the case that need to process from *Incoming Task* panel. Details about the case will be display on the right panel, click on  icon to view the document. **(Figure 10.1)**
 -  edit the document via the document editor applet
 -  download the PDF document
 -  view the case processing flow history



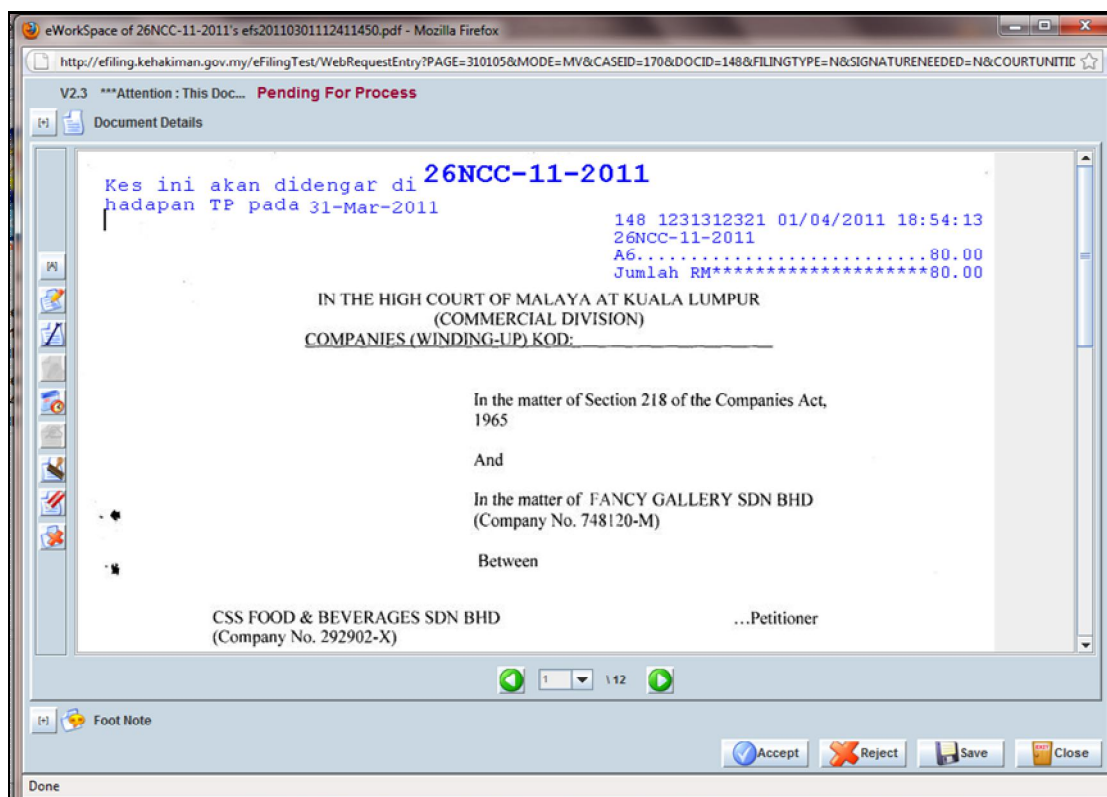
The screenshot displays the FORMIS e-Filing system interface. On the left, the 'Incoming Task (4)' panel lists several cases, with 'New Case (88-59-2011)' selected. The main area shows details for case number 88-59-2011, including the filing date (2011-05-19 08:00:00.0) and registration date (N/A). The case is titled 'Kod 88 - Writ Of Summons' and is currently 'Pending For Process'. The interface includes tabs for 'Pending Filing', 'Processed Filing', and 'On Hold Filing'. A table at the bottom lists the documents, showing one document titled 'Writ Saman' with a page size of 70, filed on 19/05/2011 by 'kl2test' as the 'Plaintiff'. The status is 'Pending For Process' and it is locked by 'kl2test'. Action icons for edit, download, and history are visible for the document.

#	Document Type	Page Size	Filing Date	Filed By	Filing Party	Status	Locked By	Action
1	Writ Saman	70	19/05/2011	kl2test	Plaintiff	Pending For Process	kl2test	  

Figure 10.1



- Upon clicking  icon the following screen will appear (**Figure 10.2**)



eWorkspace of 26NCC-11-2011's efs20110301112411450.pdf - Mozilla Firefox

http://efiling.kehakiman.gov.my/efilingTest/WebRequestEntry?PAGE=310105&MODE=MV&CASEID=170&DOCID=148&FILINGTYPE=N&SIGNATURENEEDED=N&COURTUNITID=...

V2.3 ***Attention : This Doc... Pending For Process

Document Details

Kes ini akan didengar di **26NCC-11-2011**
hadapan TP pada 31-Mar-2011

148 1231312321 01/04/2011 18:54:13
26NCC-11-2011
A6.....80.00
Jumlah RM*****80.00

IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR
(COMMERCIAL DIVISION)
COMPANIES (WINDING-UP) KOD:

In the matter of Section 218 of the Companies Act,
1965

And

In the matter of FANCY GALLERY SDN BHD
(Company No. 748120-M)


Between

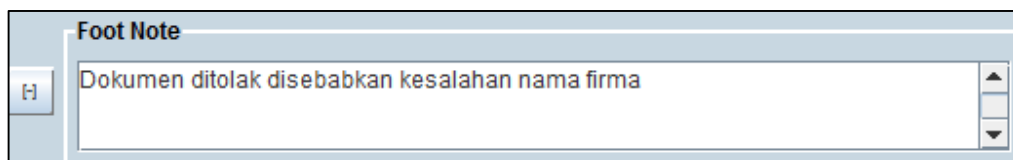
CSS FOOD & BEVERAGES SDN BHD
(Company No. 292902-X) ...Petitioner

Foot Note

Accept Reject Save Close

Figure 10.2


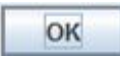
- If second level is required to approve this document (need second level to approve for the rejection); the Level 1 staff can provide his/her reason why this document is advised for rejection in the  **Foot Note** section. User need to click on the [+] button to expand/disclose the text box in order to allow him/her to place their remarks

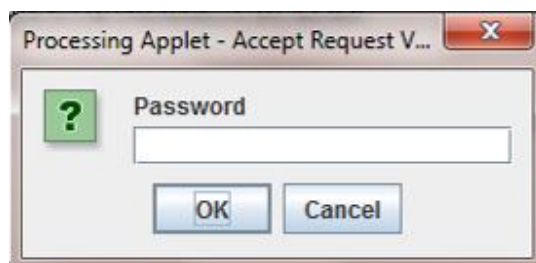


Foot Note

[+] Dokumen ditolak disebabkan kesalahan nama firma

Figure 10.3

- Upon clicking on  button, the following screen will appear to request for Level 1 authorization password (**Figure 10.4**). Click  button to proceed.

**Figure 10.4**



- Level 1 user will need to escalate this document to Level 2 user for his/her authorization of this request for rejection.

LEVEL 2 AUTHORIZATION FOR REJECTION

- When Level 2 receive the rejected document from Level 1, level 2 will notice that the document was partially rejected (circle in red as per Figure 10.6)

Pending Filing								
Processed Filing								
On Hold Filing								
#	Document Type	Page Size	Filing Date	Filed By	Filing Party	Status	Locked By	Action
1	Senarai Ekshibit (Salinan)	1	27/05/2011	plawyer	Plaintiff	Partial Rejected	kl2test	   

Figure 10.5

- Open the document to process by point and click on the  icon. Level 2 staff is required to read the content in the Footnote before reject the said document. Click on  button when ready. System will prompt a dialog box as shown in Figure 10.4 to request for staff authorization password. Click '**OK**' once ready
- Upon successful authentication using the Level 2 staff authorization password, system will display an electronic form named '**Penolakan Dokumen**' to request for user's reason of rejection (**Figure 10.6**). User need to select/tick the reason of



rejection as per listed in the form (refer Figure 10.6 -1) or write their remark in the text box (refer Figure 10.6 -2)

- Click on **Submit** to save the form into the system

Welcome to e-Filing - Mozilla Firefox

http://efiling.kehakiman.gov.my/efilingTest/WebRequestEntry?PAGE=310102&MODE=MV&ACTION=AD&LNG_DOC_ID=2619

MAGISTRATE COURT CIVIL KUALA LUMPUR
(SIVIL DIVISION)
PENOLAKAN DOKUMEN

Kepada : SEOW & MEGAT

No. Saman : 72-25820-2011

Dokumen : SAMAN PENYATA TUNTUTAN

Tarikh Terima : 2011-03-04 10:49:16.343

Enclosure No. : 1

Dokumen tidak dapat diluluskan atau dimeterai atas sebab :

- ☐ tiada tandatangan peguam
- ☐ tiada tandatangan peguam kedua-dua pihak dan tiada suratakuan penerimaan (surat 48jam)
- ☐ tidak mengikut format Penghakiman yang diberikan
- ☐ dokumen difailkan melebihi tempoh 14 hari dari tarikh perintah diberikan
- ☐ tiada nama Hakim dalam endorsement
- ☐ telah diluluskan / dimeterai & dikeluarkan secara
- ☒ lain-lain

1

2

Catatan :

- Sila buat bayaran baru
- Tiada tandatangan diperlukan atas sebab dokumen ini adalah dihasilkan oleh komputer

(REGISTRAR OF MAGISTRATE COURT CIVIL KUALA LUMPUR)
KOMPLEKS MAHKAMAH KUALA LUMPUR

Submit Cancel

Done

Figure 10.6

- System will prompt for confirmation as per shown in Figure 10.7. Click 'Yes' to proceed.

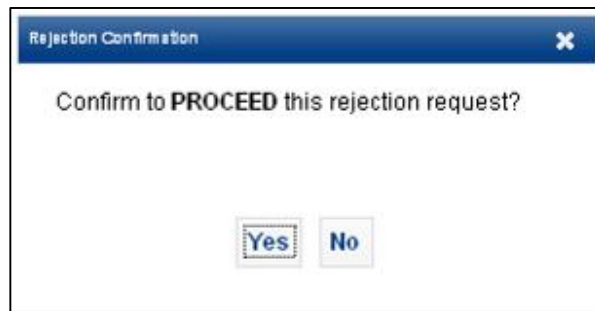


Figure 10.7



Figure 10.8

- If user just need to reject certain documents, the above steps will be sufficient.

However, for rejection on new case filing, user will need to click on the

Reject Filing

button.



Figure 10.9



NOTE :

The '***Penolakan Dokumen***' form will only available for Level 2 (or the last level who process the document)



11.0 HOW TO PERFORM INTERNAL FILING

INTRODUCTION

Internal filing in e-Filing is a feature that allow the user to file certain documents for a respective case in the system internally, such as correspondents. Internal filing will not require filing fee.



NOTE :

Internal filing is available for both Level 1 and Level 2 staffs. Type of document is limited base on the configuration made by the administrator

- Login into e-Filing portal as level 2 staff and point and click on '**Case Search**' tab (refer Figure 11.1 -1)



Figure 11.1

- Expand the '**Advanced Filter**' and search for the case that required for internal filing



Figure 11.2



- Click on the selected case from search result list at the left panel and click '**Add Document**' button to start file internally (refer Figure 11.3)

eWorkspace

Incoming Task (2) Case Search (1)

Advanced Search

88-46-2011
Kompleks Mahkamah Kuala Lumpur
27/04/2011

Case Number: 88-46-2011
Case Filing Date: 2011-04-27 00:30:00.0
Case Registration Date: N/A

1st Party Listing vs **2nd Party Listing**

1 Company A vs 1 Defendant B

Case Code: Kod 88 - Writ Of Summons
Case Status: Pending For Process
1st Mention Date: 27/04/2011

Pending Filing | **Processed Filing** | **Rejected Filing**

#	Document Type	Page Size	Filing Date	Filed By	Filing Party	Status	Locked By
1	Writ Saman	111	27/04/2011	klctest	Plaintiff	Partial Approved	kl1test

Add Document **Save**

Figure 11.3

- The following screen will appear

Add Document

Document Type ①
Writ Saman
Please select a value
Writ Saman
Document Upload Listing

Document ②
Browse

Add to Listing ③

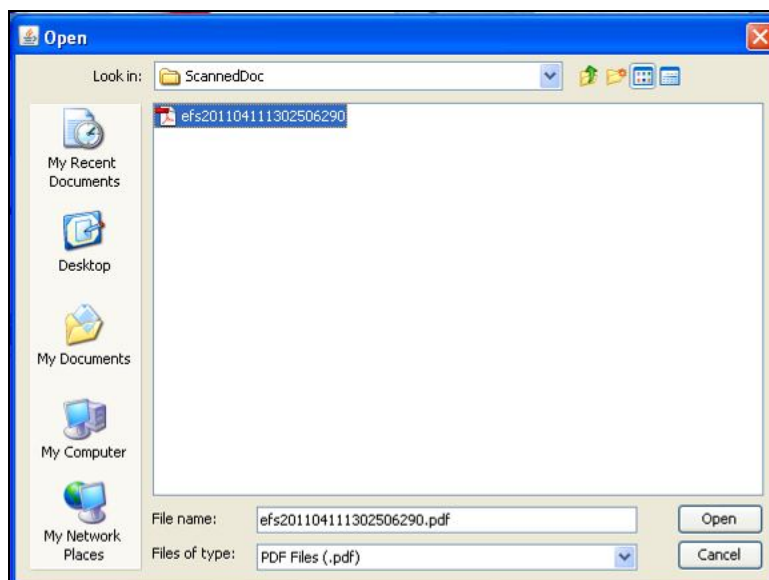
Document Type	File Name	File Size (Bytes)	Remove
---------------	-----------	-------------------	--------

Submit ④ **Submit Without Email** **Close**

Figure 11.4



- Select the document from the listing in '**Document Type**' (Figure 11.4-1) and select your PDF document by click on the '**Document**' (refer 11.4-2 and 11.5)

**Figure 11.5**

- Click on '**Add Listing**' confirm the document for internal filing. Repeat the steps above for additional document.
- User may click on '**Submit**' or '**Submit without Email**' button. If user click on '**Submit**' button, user will get the following screen:

Recipient Email

Recipient Email Listing

Email : ①

	Lawyer/Legal Firm	Party Type	Email
<input type="checkbox"/>	BAHARUDDIN & C K LIM	Plaintiff	cklim1@streamyx.com
<input checked="" type="checkbox"/>	Filer	Plaintiff ②	temporary_gan@hotmail.com
<input type="checkbox"/>	N/A	N/A	abc_123@hotmail.com

Figure 11.6



- Type in a valid email address of the recipient and click to add a recipient's email address into the listing (refer Figure 11.6-2)
- Tick on the check box in the listing
- Click on button to proceed
- Place your email subject and content in the dialog as per display in Figure 11.7. Click '**Send**' to start send the email out to the respective recipient(s)

The dialog box titled "Email Content" has a blue header bar. Below the header, there are two sections: "Subject" with a single-line text input field, and "Content" with a larger multi-line text area. At the bottom of the dialog, there are two buttons: "Send" and "Cancel".



Figure 11.7

- The following screen will appear once email was successfully sent. Click to end the internal filing.

The dialog box titled "Save To Cart" has a blue header bar. Below the header, the text "Document(s) has been submitted successfully." is displayed. At the bottom of the dialog, there is a single button labeled "OK".

Figure 11.8



	<p>NOTE:</p> <p>If the drop down list does not have needed document type, please request your <i>Division Administrator</i> to add new the document for case code.</p>
	<p>NOTE:</p> <p>Ensure PDF file is in small size (< 3 Mb) which is adequate to be sent via e-mail. Some email servers have file size limitation in accepting the email with attachment.</p>



12.0 HOW TO TRANSFER EXISTING CASE TO ANOTHER COURT

INTRODUCTION

There are two (2) type of case transfer available in e-Filing system:

#	Type of Case Transfer	Description
1	New case transfer	To transfer the incoming new case registration to another court which belong to the same jurisdiction (e.g. Magistrate to Session court – lower court to lower court). This type of transfer is use for replacing the previously assigned case number to another case number such as incident happen when assign the wrong case code Refer section 7 for more details
2	Existing case transfer	To transfer all the document in the respective existing case to different court which belong to a different jurisdiction and location (e.g. From session court KMKL to High Court Shah Alam)

**NOTE:**

Transferring of existing via e-Filing system is only applicable if the targeted court has implemented with e-Filing system

**NOTE:**

Usually request on transferring of a case required judge's order to be released before the case transferring can be made. Thus, e-Filing user is required to ensure such document has been filed before transfer of case is committed.

**NOTE:**

Case transfer feature is only available for Level 2 user only!



- Login to e-Filing as Level 2 user
- Switch the left panel to '**Case Search**' and search for the required case number
- When a case was selected from the left panel, user will need to point and click on the '**Transfer Case**' button as per shown in Figure 12.1

The screenshot displays the FORMIS e-Filing system interface. On the left, the 'Case Search (49)' panel is active, showing a list of cases. The case '88-52-2011' is selected, with details: 'Kompleks Mahkamah Kuala Lumpur', '29/03/2011'. The main panel shows case details for '88-52-2011'. It includes fields for 'Case Number', 'Case Filing Date', and 'Case Registration Date'. Below these are '1st Party Listing' (Company A) and '2nd Party Listing' (Defendant B). The 'Case Code' is 'Kod 88 - Writ Of Summons' and 'Case Status' is 'Active'. A table at the bottom shows 'Pending Filing', 'Processed Filing [1]', and 'Rejected Filing'. The 'Processed Filing' table has columns: Encl No., Code, Document Type, Page Size, Filing Date, Filed By, Footnote, and Handle By. The first row shows '1', 'N/A', 'Writ Saman', '5', '29/04/2011', 'kltest', and 'kl2test'. At the bottom right, the 'Transfer Case' button is highlighted with a red circle.

Figure 12.1

- A pop-up dialog box will appear as shown in Figure 12.2. User will need to select the destined court for this case to be transferred to. Choose the (i) Court location (ii) Jurisdiction (iii) Court type and (iv) Division
- Type your remark on the text box as shown in Figure 12.2 – 2 and finally click on '**OK**' button once ready.
- System will prompt for confirmation (Figure 12.3) , click '**YES**' to confirm or '**No**' to cancel.
- Finally, system will notify the user that his/her request has been successfully submitted (refer Figure 12.4)



The 'Transfer Case' dialog box features a blue header bar with the title 'Transfer Case'. Below the header, there are four dropdown menus labeled 'Court Location', 'Jurisdiction', 'Court Type', and 'Division', each with the placeholder text 'Please select a value'. Below these dropdowns is a large text area labeled 'Remarks'. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.

Figure 12.2

The 'Transfer Case Confirmation' dialog box has a blue header bar with the title 'Transfer Case Confirmation'. The main area contains the question 'Are you sure to transfer this case?'. At the bottom, there are two buttons: 'Yes' and 'No'.

Figure 12.3



Figure 12.4



NOTE:

System will block a case from transferring if the system there is any pending document which yet to be processed. Ensure there is no document in the '**Pending Filing**' .



13.0 HOW TO CHANGE ENCLOSURE NUMBER

INTRODUCTION

Enclosure number was assign automatically by the e-Filing system upon the filing of document. Both Level 1 and 2 users are allowed to adjust the enclosure number.

- Login into e-Filing as Level 1 or Level 2
- In eWorkspace, switch the left panel to '**Case Search**' and search for the required existing case number
- Click on the case number and the case detail will be displayed at the right panel
- Select the '**Processed Filing**' tab. All the processed document will be listed.

The screenshot displays the 'Sistem e-Filing Mahkamah Malaysia' interface. The top navigation bar includes 'My Tray', 'eWorkspace', and 'Helpdesk Chat'. The left sidebar shows 'Advanced Search' with a highlighted case: '22NCC-341-2011 Kompleks Mahkamah Kuala Lumpur 01/03/2011'. The main content area shows case details for '2011-03-15 15:06:07.0'. It includes '1st Party Listing' (HONG LEONG BANK BERHAD) and '2nd Party Listing' (CHOY YIN LIN, TEE THYE MING). Case details include 'Case Code: Code 22NCC - Writ Of Summons', 'Case Status: Judgement Entered', and '1st Mention Date: 31/03/2011'. Below this is a table of filings with tabs for 'Pending Filing', 'Processed Filing' (selected), and 'Rejected Filing'.

Encl No.	Code	Document Type	Page Size	Filing Date	Filed By	Footnote	Handle By
1	N/A	Writ Saman	3	01/03/2011	klhccmprak		klhccmfird
3	N/A	Pernyataan Tuntutan	5	01/03/2011	klhccmprak		klhccmfird
5	N/A	Afidavit Penyampaian	63	28/03/2011	klhccmshrz	N/A	klhcczaftrh
6	N/A	Draft Perintah (Draft Order)	1	28/03/2011	klhccmshrz		klhccchayi
7	N/A	Penghakiman Ingkar Kehadiran	2	04/04/2011	klhccmshrz		klhccchayi
8	N/A	Perakuan Ketidakhadiran	1	04/04/2011	klhccmshrz		klhccchayi

Buttons at the bottom: 'Add Document' and 'Save'.

Figure 13.1



- Click and hold the enclosure number of the document and drag it up or down to change the sequence of the document. Refer to Figure 13.2.

Sistem e-Filing Mahkamah Malaysia

Case Registration Date: 2011-03-15 15:06:07.0

Case Code: Code 22NCC - Writ Of Summons

Case Status: Judgement Entered

1st Party Listing: 1 HONG LEONG BANK BERHAD

2nd Party Listing: 1 CHOY YIN LIN, 2 TEE THYE MING

1st Mention Date: 31/03/2011

Pending Filing | **Processed Filing** | Rejected Filing

Encl No.	Code	Document Type	Page Size	Filing Date	Filed By	Footnote	Handle By
3	N/A	Pernyataan Tuntutan	5	01/03/2011	klhccmprak		klhccmfird
5	N/A	Afidavit Penyampalan	63	28/03/2011	klhccmshrz	N/A	klhcczafth
6	N/A	Draft Perintah (Draft Order)	1	28/03/2011	klhccmshrz		klhccchayi
1	N/A	Writ Saman	3	01/03/2011	klhccmprak		klhccmfird
7	N/A	Penghakiman Ingkar Kehadiran	2	04/04/2011	klhccmshrz		klhccchayi
8	N/A	Perakuan Ketidakhadiran	1	04/04/2011	klhccmshrz		klhccchayi

Add Document Save

Figure 13.2

- Click to save the change made to the system. The enclosure number will be rearrange after the changes made to the system.

Alert

The changes made has been saved successfully.

OK


Figure 13.3



14.0 HOW TO PUT ON-HOLD OF A NEW CASE REGISTRATION BUT ALLOW THE CASE TO BE REGISTERED INTO CMS

INTRODUCTION

When there is a situation where user needs to register the case into CMS in order for scheduling purposes without process all the document in e-Filing first; user can instruct e-Filing to temporary halt/skip the processing of the document.

- Login into e-Filing system as Level 2
- Search or click any of the new case in the Incoming Task list
- Under the '**Pending Filing**' tab, click on the  button

Pending Filing Processed Filing On Hold Filing								
#	Document Type	Page Size	Filing Date	Filed By	Filing Party	Status	Locked By	Action
1	Senarai Ekshibit (Salinan)	8	23/06/2011	kl2test	Plaintiff	Pending For Process	kl2test	   

Figure 14.1

- The selected document that put on-hold by the user will disappear from '**Pending Filing**' and move into '**On Hold Filing**' tab (refer Figure 14.2)

Pending Filing Processed Filing On Hold Filing [1]								
#	Document Type	Page Size	Filing Date	Filed By	Filing Party	Status	Locked By	Action
1	Senarai Ekshibit (Salinan)	8	23/06/2011	kl2test	Plaintiff	Pending For Process	kl2test	  
<div><div>Register Case</div><div>Reject Filing</div><div>Transfer Case</div></div>								


Figure 14.2

- Repeat the steps above for other documents. After this, user can press on the '**Register Case**' to register into the system while documents were put on-hold.



15.0 HOW TO ESCALATE NOTICE OF APPEAL TO HIGHER COURT

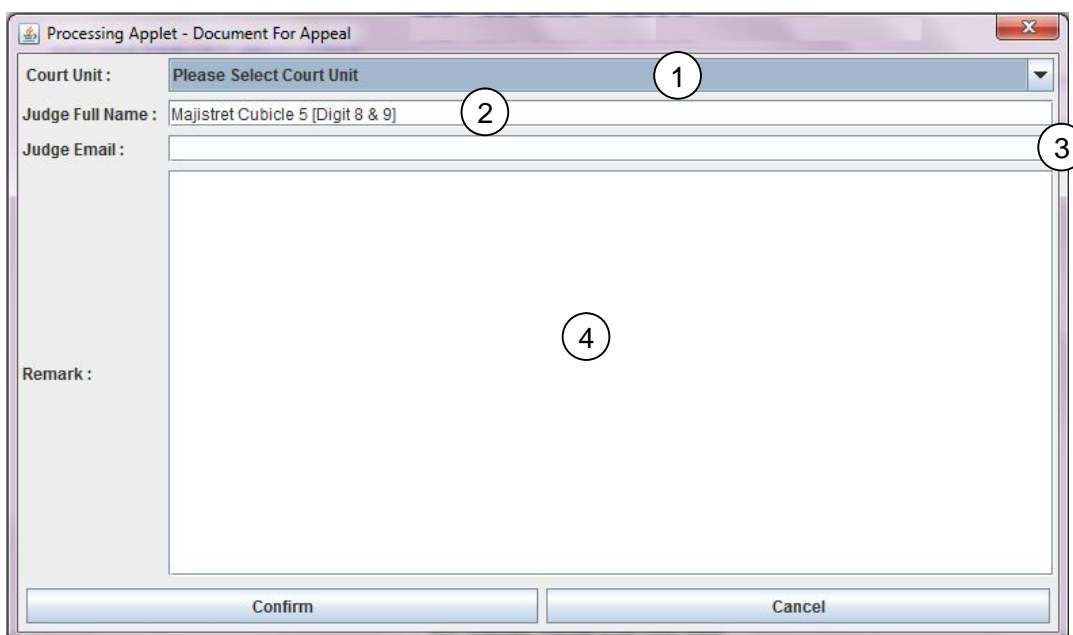
Upon filing of notice of appeal on the existing case, court user can escalate the notice of appeal to higher court (RKKK, Court of Appeal, Federal Court) for filing for new appeal case.



NOTE:

Application administrator will need to ensure that the document properties for Notice of Appeal were properly configured with 'Appeal' flag turn on.

Once court officer click on the 'Accept' button in eWorkspace, the following screen below will be displayed which will request user to provide the destination of court to file the appeal case.



The figure shows a web-based form titled "Processing Applet - Document For Appeal". It contains the following fields and controls:

- Court Unit :** A dropdown menu with the text "Please Select Court Unit". It is labeled with a circled '1'.
- Judge Full Name :** A text input field containing "Majistret Cubicle 5 [Digit 8 & 9]". It is labeled with a circled '2'.
- Judge Email :** An empty text input field. It is labeled with a circled '3'.
- Remark :** A large text area for additional comments. It is labeled with a circled '4'.
- Buttons:** At the bottom, there are two buttons: "Confirm" and "Cancel".

Figure 15.1

#	Description
1	Select court to escalate to for filing of appeal case
2	Name of judge who handle this case (retrieve from CMS)
3	Email address of the judge who handle this case
4	Content of the email



Court user will need to click on the 'Confirm' button to continue for next action. System will automatically escalate the notice of appeal to the respective court and email to judge and lawyer will be delivered upon successful registration of appeal case.

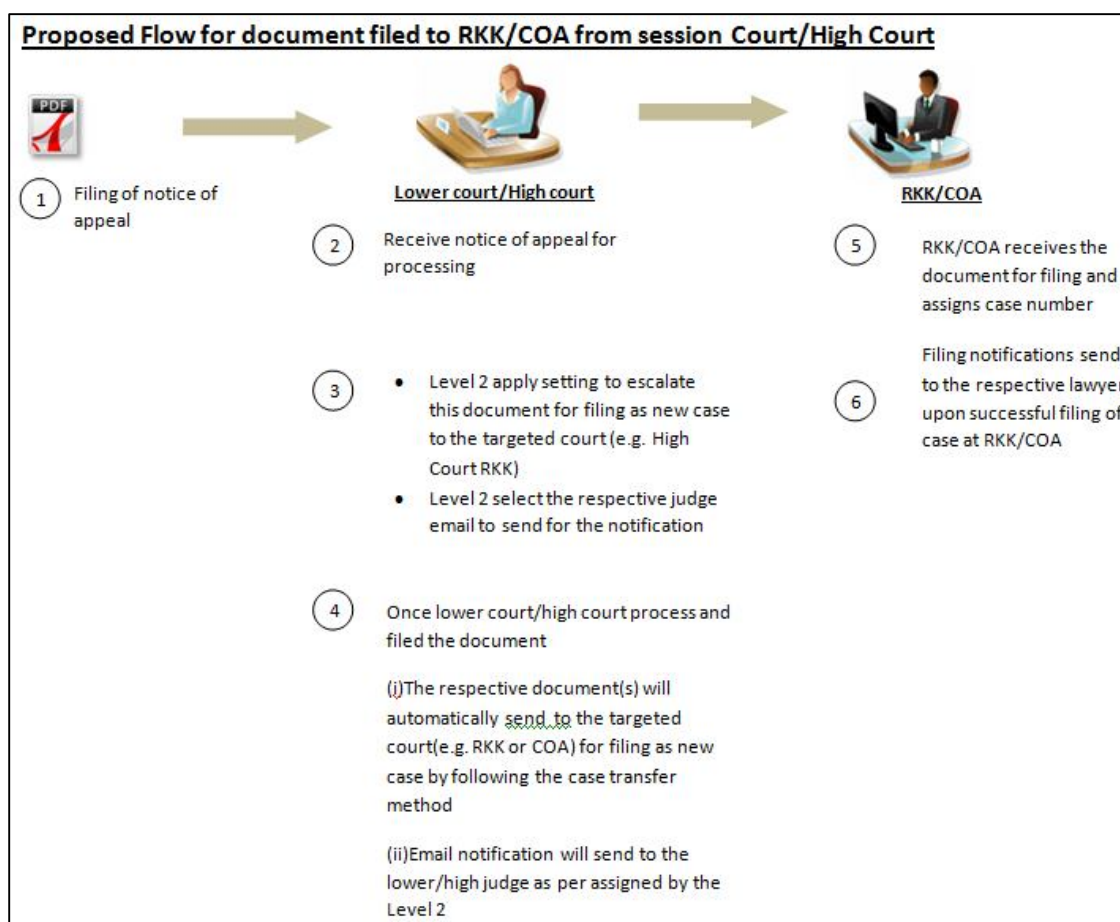


Figure 22.2